

BIOGRAPHIC DIVISION, OCD

I. MISSION

The Chief of the Biographic Division, OCD, is charged with providing biographic information on foreign scientists and technicians required to support the intelligence activities of the Government, as well as information on all types of personalities required to support the intelligence and operational mission of the Agency.

A. FUNCTIONS

The Chief, Biographic Division, OCD, shall:

1. Maintain in a central file, information in dossier form relating to foreign scientists and technicians who are of interest or potential significance to national intelligence, and upon other individuals not reported elsewhere who figure significantly in national intelligence estimates. Such information will be obtained from incoming intelligence reports, intelligence files, scientific periodicals and other sources of information available to CIA or forwarded to it by other government agencies.
2. Maintain, by category, machine records of individuals on whom dossiers have been established within the Division.
3. Maintain a central machine record of non-scientists who are identified in intelligence reports of other government agencies indexed to source of information.
4. Provide biographic reports on scientists and technicians using data retained in the Division's files supplemented by surveys of certain biographic repositories and sources readily available to CIA.

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5. Provide biographic reports already available in the Division's files on foreign individuals of any type whose activities are of major interest to CIA.
6. Provide machine listings of individuals registered in the Division's dossiers by citizenship, occupation, and other cogent categories maintained for informational purposes.
7. Provide machine listings of document or file references of selected individuals arranged alphabetically or by citizenship which have been identified by the Division but not carried in its dossiers.
8. Provide general biographic reference services for the Agency based on information held in file or available to the Division.
9. Maintain, through proper channels, liaison with governmental agencies and various authorized organizations and individuals to facilitate the exchange of information and to promote specific matters relating to the collection and dissemination of foreign biographic information.

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